

COVID-19 Operations Written Report for Pacific Union Elementary School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Pacific Union Elementary School District	Annette S. Machado Superintendent/Principal	amachado@puschool.org (559) 834-2533	June 30, 2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

All information about instructional materials, delivery/pick-up, food distribution, school closure, etc. has been disseminated via Blackboard Connect, Pacific Union's website, and letters mailed out. All meetings (i.e., Board Meetings, IEP meetings, Teachers' Meetings, etc) are being held via Zoom, Webex, or on-campus (when internet access was not possible), following social distancing guidelines. Following social distancing guidelines from CDE, staff and teachers are using a staggered schedule to be on-campus, so that no more than 10 people are on campus at the same time. Surveys were sent to all families via mail, posted on the school website, and/or documented by phone. Surveys were used to collect feedback on school closure, distance learning, and the return to school in the Fall.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

Pacific Union has developed a system of communication between teachers and students. Teachers contact each student every week to discuss assigned instructional materials and student emotional and mental well-being. Through discussion with each student/and or parent/guardian the teacher may make adjustments to distance learning curriculum accordingly. Additionally the teacher can contact administration or fill out and submit a referral for All For Youth counseling services if necessary. All information from contact made with each student/guardian is documented on each teacher's Student Tracking Sheet. The sheet is only accessible to the teacher, administration, and a translator. Translators make phone calls to Spanish only households and document the information on the teacher's Student Tracking Sheet. Administration reviews the documented information weekly and makes adjustments to meet the needs of all students and families, including English learners, foster youth and low-income students.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

Following guidance from CDE, Pacific Union implemented a distance learning plan that provided high-quality learning opportunities for all students. Due to the rural nature of the district, internet access is very limited. Paper packets of instructional materials were delivered to students via the bus route every three weeks. When packets of materials were delivered, completed materials were picked up from students and then delivered to the school. After 24 hours teachers were able to grade returned materials. In addition to calling and emailing students, each teacher offered a zoom meeting every week to provide video instruction and answer questions. Teachers also utilized Google Classroom to assign materials, videos, and communicate with students who have internet access. Pacific Union has adopted a “do no harm” grading policy, where students can improve their grades or retain their previous report card grades. Effort was evaluated for all subjects.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

The families in our community were provided school meals from Washington Union High School, Washington Colony, and Orange Center. Pacific Union disseminated information about meals in student packets, letters mailed home, and on the school website. The Poverello House donated food for 50 families each week. Based on documented information from teachers, counselors, and administration, 50 families were chosen each week to receive the food. In addition, Pacific Union worked with C2C (Cradle to Career) to provide boxed food cases for June, July, and August every two weeks to approximately 100 families.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Pacific Union has no daycare facilities or programs. Providing supervision of students was not necessary during this time. It was also not practical due to the need to abide by social distancing guidelines provided by the Health Department.